

855 Purchase Order Acknowledgment

Functional Group ID= **PR**

Introduction:

This Draft Standard for Trial Use contains the format and establishes the data contents of the Purchase Order Acknowledgment Transaction Set (855) for use within the context of an Electronic Data Interchange (EDI) environment. The transaction set can be used to provide for customary and established business and industry practice relative to a seller's acknowledgment of a buyer's purchase order. This transaction set can also be used as notification of a vendor generated order. This usage advises a buyer that a vendor has or will ship merchandise as prearranged in their partnership.

Notes:

1. This transaction set is used for bilateral purchase orders and delivery orders against basic contracts and Federal Supply Schedules, to indicate acceptance: rejection, with or without detail: or acknowledgment, with detail and with or without change.

When BIG07 in the 850 transaction set is not transmitted, an 855 transaction set should not be used for acknowledgment.

When BIG07 in the 850 transaction set is code AC, BIG02 can contain code AC, AD, or RJ.

When BIG07 in the 850 transaction set is code AK, BIG02 can contain code AT, RF or RJ.

When BIG07 in the 850 transaction set is code AD, BIG02 can contain code AD or RJ.

2. When BAK02 is code AD, transmit all segments, data elements and codes that were contained in the applicable 850 transaction set.

3. When BAK02 is code AC, transmit the change information using the appropriate segment, data element or code and also transmit all other unchanged segments, data elements and codes contained in the corresponding segments in the applicable 850 transaction set.

4. When BAK02 is either code AT or RJ, transmit the mandatory and required segments and data elements. Also transmit the N1 loop with codes BY and SE.

5. When BAK02 is code RF, transmit the mandatory and required segments and data elements. Also transmit the N9 loop and the N1 loop using codes BY and SE.

Heading:

	<u>Pos.</u> <u>No.</u>	<u>Seg.</u> <u>ID</u>	<u>Name</u>	<u>Req.</u> <u>Des.</u>	<u>Max.Use</u>	<u>Loop</u> <u>Repeat</u>	<u>Notes and</u> <u>Comments</u>
	010	ST	Transaction Set Header	M	1		
	020	BAK	Beginning Segment for Purchase Order Acknowledgment	M	1		
Not Used	030	NTE	Note/Special Instruction	F	100		
Not Used	040	CUR	Currency	O	1		
Not Used	050	REF	Reference Numbers	O	12		
	060	PER	Administrative Communications Contact	O	3		
Not Used	070	TAX	Tax Reference	O	>1		

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	080	FOB	F.O.B. Related Instructions	O	>1	
Not Used	090	CTP	Pricing Information	O	25	
Not Used	110	CSH	Header Sale Condition	O	1	
Not Used	120	SAC	Service, Promotion, Allowance, or Charge Information	O	25	
	130	ITD	Terms of Sale/Deferred Terms of Sale	O	5	
Not Used	140	DIS	Discount Detail	O	20	
Not Used	145	INC	Installment Information	O	1	
Not Used	150	DTM	Date/Time/Period	O	10	
Not Used	160	LDT	Lead Time	O	12	
Not Used	180	LIN	Item Identification	O	5	n1
Not Used	185	SI	Service Characteristic Identification	O	2	
Not Used	190	PID	Product/Item Description	O	200	
Not Used	200	MEA	Measurements	O	40	
Not Used	210	PWK	Paperwork	O	25	
Not Used	220	PKG	Marking, Packaging, Loading	O	25	
Not Used	230	TD1	Carrier Details (Quantity and Weight)	O	2	
Not Used	240	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12	
Not Used	250	TD3	Carrier Details (Equipment)	O	12	
Not Used	260	TD4	Carrier Details (Special Handling or Hazardous Materials or Both)	O	5	
Not Used	270	MAN	Marks and Numbers	O	10	
Not Used	275	TXI	Tax Information	O	>1	

LOOP ID - N9				1000
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	280	N9	Reference Number	O	1	
	290	MSG	Message Text	O	1000	

LOOP ID - N1				200
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	300	N1	Name	O	1	
	310	N2	Additional Name Information	O	2	
	320	N3	Address Information	O	2	
	330	N4	Geographic Location	O	1	
Not Used	335	NX2	Real Estate Property ID Component	O	3	
Not Used	340	REF	Reference Numbers	O	12	
	350	PER	Administrative Communications Contact	O	3	
Not Used	360	FOB	F.O.B. Related Instructions	O	1	
Not Used	370	TD1	Carrier Details (Quantity and Weight)	O	2	
Not Used	380	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12	
Not Used	390	TD3	Carrier Details (Equipment)	O	12	
Not Used	400	TD4	Carrier Details (Special Handling or Hazardous Materials or Both)	O	5	
Not Used	410	PKG	Marking, Packaging, Loading	O	25	

Detail:

Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
		LOOP ID - PO1			100000	
010	PO1	Baseline Item Data	O	1		n2

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Not Used	018	SI	Service Characteristic Identification	O	5	
Not Used	020	CUR	Currency	O	1	
Not Used	030	PO3	Additional Item Detail	O	25	
Not Used	040	CTP	Pricing Information	O	25	
Not Used	049	MEA	Measurements	O	40	
LOOP ID - PID					1000	
	050	PID	Product/Item Description	O	1	
Not Used	060	MEA	Measurements	O	10	
Not Used	070	PWK	Paperwork	O	25	
Not Used	090	PO4	Item Physical Details	O	1	
Not Used	100	REF	Reference Numbers	O	12	
Not Used	110	PER	Administrative Communications Contact	O	3	
Not Used	130	SAC	Service, Promotion, Allowance, or Charge Information	O	25	
Not Used	140	IT8	Conditions of Sale	O	1	
Not Used	150	ITD	Terms of Sale/Deferred Terms of Sale	O	2	
Not Used	160	DIS	Discount Detail	O	20	
Not Used	165	INC	Installment Information	O	1	
Not Used	170	TAX	Tax Reference	O	>1	
Not Used	180	FOB	F.O.B. Related Instructions	O	1	
Not Used	190	SDQ	Destination Quantity	O	500	
Not Used	200	DTM	Date/Time/Period	O	10	
Not Used	210	LDT	Lead Time	O	12	
Not Used	220	SCH	Line Item Schedule	O	200	n3
Not Used	230	TD1	Carrier Details (Quantity and Weight)	O	1	
Not Used	240	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12	
Not Used	250	TD3	Carrier Details (Equipment)	O	12	
Not Used	260	TD4	Carrier Details (Special Handling or Hazardous Materials or Both)	O	5	
LOOP ID - ACK					104	
	270	ACK	Line Item Acknowledgment	O	1	
Not Used	280	DTM	Date/Time/Period	O	1	
Not Used	290	MAN	Marks and Numbers	O	10	
Not Used	300	AMT	Monetary Amount	O	1	n4
Not Used	302	TXI	Tax Information	O	>1	
LOOP ID - PKG					200	
Not Used	303	PKG	Marking, Packaging, Loading	O	1	
Not Used	305	MEA	Measurements	O	>1	
LOOP ID - N9					1000	
Not Used	350	N9	Reference Number	O	1	
Not Used	360	MSG	Message Text	O	1000	
LOOP ID - N1					200	
Not Used	370	N1	Name	O	1	
Not Used	380	N2	Additional Name Information	O	2	
Not Used	390	N3	Address Information	O	2	

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Not Used	400	N4	Geographic Location	O	1
Not Used	405	NX2	Real Estate Property ID Component	O	3
Not Used	410	REF	Reference Numbers	O	12
Not Used	420	PER	Administrative Communications Contact	O	3
Not Used	430	FOB	F.O.B. Related Instructions	O	1
Not Used	435	SCH	Line Item Schedule	O	200
Not Used	440	TD1	Carrier Details (Quantity and Weight)	O	2
Not Used	450	TD5	Carrier Details (Routing Sequence/Transit Time)	O	12
Not Used	460	TD3	Carrier Details (Equipment)	O	12
Not Used	470	TD4	Carrier Details (Special Handling or Hazardous Materials or Both)	O	5
Not Used	480	PKG	Marking, Packaging, Loading	O	25
LOOP ID - SLN					1000
Not Used	490	SLN	Subline Item Detail	O	1
Not Used	500	SI	Service Characteristic Identification	O	5
Not Used	510	PID	Product/Item Description	O	1000
Not Used	520	PO3	Additional Item Detail	O	25
Not Used	522	CTP	Pricing Information	O	25
Not Used	530	ACK	Line Item Acknowledgment	O	104
Not Used	540	SAC	Service, Promotion, Allowance, or Charge Information	O	10
Not Used	550	DTM	Date/Time/Period	O	10
Not Used	554	PO4	Item Physical Details	O	1
LOOP ID - N1					10
Not Used	560	N1	Name	O	1
Not Used	570	N2	Additional Name Information	O	2
Not Used	580	N3	Address Information	O	2
Not Used	590	N4	Geographic Location	O	1
Not Used	600	NX2	Real Estate Property ID Component	O	3
Not Used	610	REF	Reference Numbers	O	12
Not Used	620	PER	Administrative Communications Contact	O	3

Summary:

	<u>Pos.</u> <u>No.</u>	<u>Seg.</u> <u>ID</u>	<u>Name</u>	<u>Req.</u> <u>Des.</u>	<u>Max.Use</u>	<u>Loop</u> <u>Repeat</u>	<u>Notes and</u> <u>Comments</u>
	010	CTT	Transaction Totals	M	1		n5
Not Used	020	AMT	Monetary Amount	O	1		n6
	030	SE	Transaction Set Trailer	M	1		

Transaction Set Notes

1. If segment LIN is used, do not use LIN01.
2. PO102 is required.
3. The SCH segment is used to specify various quantities of items ordered that are to be scheduled. When this segment is used the unit of measurement code (SCH02) should always be identical to the unit of measurement code in the associated PO1 segment (PO103) and the sum of values of quantity (SCH01) should always equal the quantity ordered (PO102) in the PO1 segment.

4. If AMT is used in the detail area, then AMT01 will = 1 and AMT02 will indicate total line amount as calculated by the sender.
5. The number of line items (CTT01) is the accumulation of the number of PO1 segments. If used, hash total (CTT02) is the sum of the value of quantities ordered (PO102) for each PO1 segment.
6. If AMT is used in the summary area, then AMT01 will = TT and AMT02 will indicate total transaction amount as calculated by the sender.

Segment: **ST** Transaction Set Header
Position: 010
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To indicate the start of a transaction set and to assign a control number
Notes:
Syntax Notes:
Semantic Notes: 1 The transaction set identifier (ST01) used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the invoice transaction set).

Comments:**Data Element Summary**

Ref.	Data			
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>	
>> ST01	143	Transaction Set Identifier Code	M	ID 3/3
		Code uniquely identifying a Transaction Set.		
		855 X12.9 Purchase Order Acknowledgment		
>> ST02	329	Transaction Set Control Number	M	AN 4/9
		Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set		
		<i>This unique control number is assigned by the originator of the transaction set or by the originator's application program. This same number is carried in SE02.</i>		

Segment: **BAK** Beginning Segment for Purchase Order Acknowledgment
Position: 020
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To indicate the beginning of the purchase order acknowledgment transaction set and transmit identifying numbers and dates.
Notes:
Syntax Notes:
Semantic Notes: 1 BAK08 is the seller's order number.
Comments:

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
>>	BAK01	353	Transaction Set Purpose Code Code identifying purpose of transaction set.	M ID 2/2
			00 Original <i>Used to indicate an original submission of an 855 transaction set.</i>	
			07 Duplicate <i>Use to indicate a re-transmission of a previously transmitted 855 transaction set.</i>	
>>	BAK02	587	Acknowledgment Type Code specifying the type of acknowledgment.	M ID 2/2
			AC Acknowledge - With Detail and Change <i>Use to indicate an order is being acknowledged with detail and changes. Use this code only if BIG07 in the application 850 transaction set was code AC.</i>	
			AD Acknowledge - With Detail, No Change <i>Use to indicate the order is being acknowledged with detail and no change. Use this code only when BIG07 in the applicable 850 transaction set was code AC of AD.</i>	
			AT Accepted <i>Use to indicate acceptance of a bilateral purchase order. Use this code only if BIG07 in the applicable 850 transaction set was code AK.</i>	
			RF Reject with Exception Detail Only <i>Use to indicate a rejection (with reasons) of a bilateral purchase order. Use this code only if BIG07 in the applicable 850 transaction set was code AK.</i>	
			RJ Rejected - No Detail <i>Use to indicate the rejection (without reasons) of a bilateral purchase order. Use this code only if BIG07 in the applicable 850 transaction set was AC, AD, or AK.</i>	

>>	BAK03	324	Purchase Order Number	M AN 1/22
			Identifying number for Purchase Order assigned by the orderer/purchaser. <i>Use to identify the purchase order number to which this transaction set applies. Cite the number from BEG03 of the applicable 850 transaction set.</i>	
>>	BAK04	323	Purchase Order Date	M DT 6/6
			Date assigned by the purchaser to Purchase Order. <i>Use to identify the date of the purchase order to which this transaction set applies. Cite the date from BEG05 of the applicable 850 transaction set.</i>	
X	BAK05	328	Release Number	O AN 1/30
			Number identifying a release against a Purchase Order previously placed by the parties involved in the transaction.	
X	BAK06	326	Request Reference Number	O AN 1/45
			Reference number or RFQ number to use to identify a particular transaction set and query (additional reference number or description which can be used with contract number).	
X	BAK07	367	Contract Number	O AN 1/30
			Contract number.	
	BAK08	127	Reference Number	O AN 1/30
			Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier. <i>1. Use to indicate the Seller's order number.</i> <i>2. When BAK02 is code AC, AD, or AT, use to identify the number assigned by the selling party to the buying party's purchase order. The number is used to facilitate references in future communications.</i>	
	BAK09	588	Acknowledgment Date	O DT 6/6
			Date assigned by the sender to the acknowledgment. <i>Use to identify the date this 855 transaction set was transmitted.</i>	

Segment: **PER** **Administrative Communications Contact**
Position: **060**
Loop:
Level: Heading
Usage: Optional
Max Use: 3
Purpose: To identify a person or office to whom administrative communications should be directed
Notes: Use this segment when BAK02 is code AC, AD, or RJ.
Syntax Notes: 1 If either PER03 or PER04 is present, then the other is required.
2 If either PER05 or PER06 is present, then the other is required.
Semantic Notes:
Comments:

Data Element Summary

Ref.	Data	Name	Attributes
Des.	Element		
>> PER01	366	Contact Function Code Code identifying the major duty or responsibility of the person or group named. OC Order Contact OD Order Department	M ID 2/2
PER02	93	Name Free-form name. 1. Use to indicate the name and title of the contact. 2. Cite the last name first, followed by the first name, followed by the title. If the name and title are longer than 35 characters, use the initial for the first name.	O AN 1/35
PER03	365	Communication Number Qualifier Code identifying the type of communication number. FX Facsimile TE Telephone	X ID 2/2
PER04	364	Communication Number Complete communications number including country or area code when applicable. Cite the area code and commercial telephone number of the party identified in PER02.	X AN 1/80
X PER05	365	Communication Number Qualifier Code identifying the type of communication number.	X ID 2/2
X PER06	364	Communication Number Complete communications number including country or area code when applicable.	X AN 1/80

Segment: FOB F.O.B. Related Instructions**Position:** 080**Loop:****Level:** Heading**Usage:** Optional**Max Use:** >1**Purpose:** To specify transportation instructions relating to shipment**Notes:** 1. Use this segment when BAK02 is code AC or AD.

2. When BAK02 is code AC or AD, transmit the same information as contained in the applicable 850 transaction set.

3. When BAK02 is code AC, use to identify a change in the shipment method of payment specified in the 850 transaction set, if applicable. Otherwise, transmit the same information contained in the applicable 850 transaction set.

Syntax Notes: 1 If FOB03 is present, then FOB02 is required.

2 If FOB04 is present, then FOB05 is required.

3 If FOB07 is present, then FOB06 is required.

4 If FOB08 is present, then FOB09 is required.

Semantic Notes: 1 FOB01 indicates which party will pay the carrier.

2 FOB02 is the code specifying transportation responsibility location.

3 FOB06 is the code specifying the title passage location.

4 FOB08 is the code specifying the point at which the risk of loss transfers. This may be different than the location specified in FOB02/FOB03 and FOB06/FOB07.

Comments:**Data Element Summary**

Ref.	Data	Name	Attributes
Des.	Element		
>> FOB01	146	Shipment Method of Payment	M ID 2/2
		Code identifying payment terms for transportation charges.	
		BP Paid by Buyer	
		The buyer agrees to the transportation payment term requiring the buyer to pay transportation charges to a specified location (origin or destination location)	
		<i>Use to indicate that the FOB point is origin.</i>	
		PE Prepaid and Summary Bill	
		<i>Use to indicate transportation charges are authorized to be prepaid by the seller and added to the invoice.</i>	
		<i>Do not use this code when transmitting an 855 transaction set to the Department of Veteran Affairs.</i>	
		PP Prepaid (by Seller)	
		<i>Use to indicate that the FOB point is destination.</i>	
X	FOB02	309 Location Qualifier	X ID 1/2
		Code identifying type of location.	
X	FOB03	352 Description	O AN 1/80
		A free-form description to clarify the related data elements and their content.	
X	FOB04	334 Transportation Terms Qualifier Code	O ID 2/2
		Code identifying the source of the transportation terms.	

X	FOB05	335	Transportation Terms Code Code identifying the trade terms which apply to the shipment transportation responsibility.	X	ID	3/3
X	FOB06	309	Location Qualifier Code identifying type of location.	X	ID	1/2
X	FOB07	352	Description A free-form description to clarify the related data elements and their content.	O	AN	1/80
X	FOB08	54	Risk of Loss Qualifier Code specifying where responsibility for risk of loss passes.	O	ID	2/2
X	FOB09	352	Description A free-form description to clarify the related data elements and their content.	X	AN	1/80

Segment: **ITD** **Terms of Sale/Deferred Terms of Sale**

Position: **130**

Loop:

Level: Heading

Usage: Optional

Max Use: 5

Purpose: To specify terms of sale.

Notes: 1. Use this segment when BAK02 is code AC or AD.

2. When BAK02 is code AC or AD, transmit the same information as contained in the applicable 850 transaction set.

3. When BAK02 is code AC, use to identify a different discount than specified in the applicable 850 transaction set. Otherwise, transmit the same information as contained in the applicable 850 transaction set.

Syntax Notes: 1 If ITD03 is present, then at least one of ITD04 ITD05 or ITD13 is required.

2 If ITD08 is present, then at least one of ITD04 ITD05 or ITD13 is required.

3 If ITD09 is present, then at least one of ITD10 or ITD11 is required.

Semantic Notes: 1 ITD15 is the percentage applied to a base amount used to determine a late payment charge.

Comments: 1 If the code in ITD01 is 04, then ITD07 or ITD09 is required and either ITD10 or ITD11 is required; if the code in ITD01 is 05, then ITD06 or ITD07 is required.

Data Element Summary

Ref.	Data				
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>	
X	ITD01	336	Terms Type Code Code identifying type of payment terms.	O	ID 2/2
X	ITD02	333	Terms Basis Date Code Code identifying the beginning of the terms period.	O	ID 1/2
	ITD03	338	Terms Discount Percent Terms discount percentage, expressed as a percent, available to the purchaser if an invoice is paid on or before the Terms Discount Due Date.	O	R 1/6
X	ITD04	370	Terms Discount Due Date Date payment is due if discount is to be earned.	X	DT 6/6
	ITD05	351	Terms Discount Days Due Number of days in the terms discount period by which payment is due if terms discount is earned.	X	N0 1/3
X	ITD06	446	Terms Net Due Date Date when total invoice amount becomes due.	O	DT 6/6
	ITD07	386	Terms Net Days Number of days until total invoice amount is due (discount not applicable).	O	N0 1/3
X	ITD08	362	Terms Discount Amount Total amount of terms discount.	O	N2 1/10
X	ITD09	388	Terms Deferred Due Date Date deferred payment or percent of invoice payable is due.	O	DT 6/6
X	ITD10	389	Deferred Amount Due Deferred amount due for payment.	X	N2 1/10
X	ITD11	342	Percent of Invoice Payable Amount of invoice payable expressed in percent.	X	R 1/5

X	ITD12	352	Description A free-form description to clarify the related data elements and their content.	O	AN	1/80
X	ITD13	765	Day of Month The numeric value of the day of the month between 1 and the maximum day of the month being referenced.	X	N0	1/2
X	ITD14	107	Payment Method Code Code identifying type of payment procedures.	O	ID	1/1
X	ITD15	954	Percent Percentage expressed as a decimal	O	R	1/10

Segment: **N9** **Reference Number**
Position: **280**
Loop: N9
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To transmit identifying numbers and descriptive information as specified by the reference number qualifier
Notes: When BAK02 is code RF, use to provide reasons for rejection of a bilateral purchase order.
Syntax Notes: 1 At least one of N902 or N903 is required.
2 If N906 is present, then N905 is required.
Semantic Notes: 1 N906 reflects the time zone which the time reflects.
Comments:

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
>>	N901	128	Reference Number Qualifier Code qualifying the Reference Number. 55 Sequence Number <i>Use to indicate reasons for the rejection are being provided. Cite the word "Reason" in N903 and state the reasons in the following MSG segment.</i>	M ID 2/2
X	N902	127	Reference Number Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.	X AN 1/30
	N903	369	Free-form Description Free-form descriptive text. <i>This data element may only contain the word "Reason".</i>	X AN 1/45
X	N904	373	Date Date (YYMMDD).	O DT 6/6
X	N905	337	Time Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	X TM 4/8
X	N906	623	Time Code Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time. Since + is a restricted character, + and - are substituted by P and M in the codes that follow.	O ID 2/2

Segment: **MSG** Message Text
Position: 290
Loop: N9
Level: Heading
Usage: Optional
Max Use: 1000
Purpose: To provide a free form format that would allow the transmission of text information.
Notes: Use this segment to provide the reasons for a rejection of a bilateral purchase order.
Syntax Notes:
Semantic Notes:
Comments: 1 MSG02 is not related to the specific characteristics of a printer, but identifies top of page, advance a line, etc.

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
>>	MSG01	933	Free-Form Message Text Free-form message text.	M AN 1/264
X	MSG02	934	Printer Carriage Control Code A field to be used for the control of the line feed of the receiving printer.	O ID 2/2

Segment: **N1** Name**Position:** 300**Loop:** N1**Level:** Heading**Usage:** Optional**Max Use:** 1**Purpose:** To identify a party by type of organization, name and code

Notes: 1. Whenever possible, address information should be transmitted using code values contained in a combination of the N101, N103/04 data elements. Use N102 and the N2-N4 segments only when it is necessary to transmit the full address. For example, if a vendor can be identified by a Duns number, it is not necessary to transmit the vendor's full address since the relationship between the DUNs number and the vendor's address can be established by accessing a data base in which the information is stored, having been put there at the time the vendor electronically registered as a federal government trading partner.

2. When BAK02 is AC or AD, transmit the same information as contained in the applicable 850 transaction set.

3. At least 2 iterations of this segment are required with N101 citing code BY and SE.

Syntax Notes: 1 At least one of N102 or N103 is required.

2 If either N103 or N104 is present, then the other is required.

Semantic Notes:

Comments: 1 This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.

2 N105 and N106 further define the type of entity in N101.

Data Element Summary

Ref.	Data			
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>	
>> N101	98	Entity Identifier Code	M	ID 2/2
		Code identifying an organizational entity, a physical location, or an individual		
		BY	Buying Party (Purchaser)	
		SE	Selling Party	
		ST	Ship To	
		Use only when BAK02 is code AC or AD.		
N102	93	Name	X	AN 1/35
		Free-form name.		
		Use only if BIG07 in the applicable 850 transaction set was code AC or AD.		
N103	66	Identification Code Qualifier	X	ID 1/2
		Code designating the system/method of code structure used for Identification Code (67).		
		1	D-U-N-S Number, Dun & Bradstreet	
			Use of the DUNs number is preferred over any other coded number to identify a named party.	
		10	Department of Defense Activity Address Code (DODAAC)	

Use to indicate either a Department of Defense Activity Code or a Civilian Agency Activity Address Code.

21 Health Industry I.D. Number (HIN)

Use only when BAK02 is code AC or AD.

33 Commercial and Government Entity (CAGE)

Use to indicate vendors with CAGE codes.

	N104	67	Identification Code	X	AN	2/17
			Code identifying a party or other code.			
X	N105	706	Entity Relationship Code	O	ID	2/2
			Code describing entity relationship.			
X	N106	98	Entity Identifier Code	O	ID	2/2
			Code identifying an organizational entity, a physical location, or an individual			

Segment: **N2 Additional Name Information**
Position: 310
Loop: N1
Level: Heading
Usage: Optional
Max Use: 2
Purpose: To specify additional names or those longer than 35 characters in length
Notes:

1. This segment is not necessary when the cited party can be identified by a code value in N101/03/04.
2. Use only if BIG07 in the applicable 850 transaction set was code AC or AD.
3. When BAK02 is code AC or AD, transmit the same information as contained in the applicable 850 transaction set.

Syntax Notes:
Semantic Notes:
Comments:

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
>>	N201	93	Name Free-form name.	M AN 1/35
	N202	93	Name Free-form name.	O AN 1/35

Segment: **N3** Address Information
Position: 320
Loop: N1
Level: Heading
Usage: Optional
Max Use: 2
Purpose: To specify the location of the named party
Notes:

1. This segment is not necessary when the cited party can be identified by a code value in N101/03/04.
2. Use only if BIG07 in the applicable 850 transaction set was code AC or AD.
3. When BAK02 is code AC or AD, transmit the same information as contained in the applicable 850 transaction set.

Syntax Notes:
Semantic Notes:
Comments:

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
>>	N301	166	Address Information Address information	M AN 1/35
	N302	166	Address Information Address information	O AN 1/35

Segment: **N4 Geographic Location**
Position: **330**
Loop: N1
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To specify the geographic place of the named party
Notes: 1. This segment is not necessary when the cited party can be identified by a code value in N101/03/04.

2. Use only if BIG07 in the applicable 850 transaction set was code AC or AD.

3. When BAK02 is code AC or AD, transmit the same information as contained in the applicable 850 transaction set.

Syntax Notes: 1 If N406 is present, then N405 is required.

Semantic Notes:

Comments: 1 A combination of either N401 through N404 (or N405 and N406) may be adequate to specify a location.
 2 N402 is required only if city name (N401) is in the USA or Canada.

Data Element Summary

Ref.	Data			
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>	
N401	19	City Name	O	AN 2/30
		Free-form text for city name.		
N402	156	State or Province Code	O	ID 2/2
		Code (Standard State/Province) as defined by appropriate government agency.		
N403	116	Postal Code	O	ID 3/9
		Code defining international postal zone code excluding punctuation and blanks (zip code for United States).		
N404	26	Country Code	O	ID 2/3
		Code identifying the country.		
X	N405	309 Location Qualifier	X	ID 1/2
		Code identifying type of location.		
X	N406	310 Location Identifier	O	AN 1/30
		Code which identifies a specific location.		

Segment: **PER** **Administrative Communications Contact**
Position: 350
Loop: N1
Level: Heading
Usage: Optional
Max Use: 3
Purpose: To identify a person or office to whom administrative communications should be directed
Notes: Use this segment when BAK02 is code AT,RF, or RJ.
Syntax Notes: 1 If either PER03 or PER04 is present, then the other is required.
2 If either PER05 or PER06 is present, then the other is required.
Semantic Notes:
Comments:

Data Element Summary

Ref.	Data			
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>	
>> PER01	366	Contact Function Code	M	ID 2/2
		Code identifying the major duty or responsibility of the person or group named.		
		AA Authorized Representative		
		<i>Use to indicate the person authorized to transmit this transaction set. Use this code only when BAK02 is code AT, RF, or RJ.</i>		
		IC Information Contact		
PER02	93	Name	O	AN 1/35
		Free-form name.		
		<i>Cite the last name first, followed by the first name. Do not truncate the last name is the whole name is longer than 35 characters. Instead, truncate or use the initial of the first name.</i>		
PER03	365	Communication Number Qualifier	X	ID 2/2
		Code identifying the type of communication number.		
		EM Electronic Mail		
		FX Facsimile		
		TE Telephone		
PER04	364	Communication Number	X	AN 1/80
		Complete communications number including country or area code when applicable.		
		<i>When PER03 is code TE, cite the area code and commercial telephone number.</i>		
PER05	365	Communication Number Qualifier	X	ID 2/2
		Code identifying the type of communication number.		
		<i>Use to identify a second communications number for the party cited in PER02. For example, if PER03/04 cites the commercial telephone number, PER05/06 can be used to cite an electronic mail number.</i>		
		EM Electronic Mail		
		EX Telephone Extension		
		<i>Use only if PER03 is used citing code TE.</i>		
		FX Facsimile		

		TE	Telephone	
PER06	364	Communication Number		X AN 1/80
		Complete communications number including country or area code when applicable.		
		<i>When PER05 is code TE, cite the area code and commercial telephone number.</i>		

Segment:	PO1	Baseline Item Data
Position:	010	
Loop:	PO1	
Level:	Detail	
Usage:	Optional	
Max Use:	1	
Purpose:	To specify basic and most frequently used line item data	
Notes:	<ol style="list-style-type: none"> 1. Use this segment when BAK02 is code AC or AD. 2. When BAK02 is code AC or AD, transmit the same information as contained in the applicable 850 transaction set. 3. When BAK02 is code AC, use to identify the correct line item information when it differs from that contained in the 850 transaction set. 	
Syntax Notes:	<ol style="list-style-type: none"> 1 If PO103 is present, then PO102 is required. 2 If PO105 is present, then PO104 is required. 3 If PO106 is present, then PO107 is required. 4 If PO108 is present, then PO109 is required. 5 If PO110 is present, then PO111 is required. 6 If PO112 is present, then PO113 is required. 7 If PO114 is present, then PO115 is required. 8 If PO116 is present, then PO117 is required. 9 If PO118 is present, then PO119 is required. 10 If PO120 is present, then PO121 is required. 11 If PO122 is present, then PO123 is required. 12 If PO124 is present, then PO125 is required. 	
Semantic Notes:		
Comments:	<ol style="list-style-type: none"> 1 See the Data Dictionary for a complete list of ID's. 2 PO101 is the line item identification 3 PO106 through PO125 provide for ten (10) different product/service ID's per each item. For example: Case, Color, Drawing No., UPC No., ISBN No., Model No., SKU. 	

Data Element Summary

<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
PO101	350	Assigned Identification Alphanumeric characters assigned for differentiation within a transaction set. <i>Cite the same line item number(s) as contained in the 850 transaction set.</i>	O AN 1/11
PO102	330	Quantity Ordered Quantity ordered. <i>Use to identify the quantity cited in the 850 transaction set of the quantity accepted by the selling party.</i>	X R 1/9
PO103	355	Unit or Basis for Measurement Code Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken <i>Use to identify the unit of measure applicable to the quantity cited in PO102.</i>	O ID 2/2
PO104	212	Unit Price Refer to 003040 Data Element Dictionary for acceptable code values.	X R 1/14

			Price per unit of product, service, commodity, etc. <i>Use to identify the price cited in the 850 transaction set or the price accepted by the selling party.</i>			
X	PO105	639	Basis of Unit Price Code Code identifying the type of unit price for an item.	O	ID	2/2
	PO106	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234). <i>1. When BAK02 is code AD, cite the same codes as contained in the 850 transaction set.</i> <i>2. When BAK02 is code AC, cite the appropriate code to identify the line item if different than the code(s) contained in the 850 transaction set.</i> <i>3. Any code may be used but the listed codes are preferred to cite differences in line item identification.</i> CR Contract Number <i>If BAK03 is a delivery order against a basic contract or GSA Schedule, use to indicate the contract number.</i> FS National Stock Number LT Lot Number MF Manufacturer ND National Drug Code (NDC) SN Serial Number VP Vendor's (Seller's) Part Number	O	ID	2/2
	PO107	234	Product/Service ID Identifying number for a product or service.	X	AN	1/30
	PO108	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234). Refer to 003040 Data Element Dictionary for acceptable code values.	O	ID	2/2
	PO109	234	Product/Service ID Identifying number for a product or service.	X	AN	1/30
	PO110	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234). Refer to 003040 Data Element Dictionary for acceptable code values.	O	ID	2/2
	PO111	234	Product/Service ID Identifying number for a product or service.	X	AN	1/30
	PO112	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234). Refer to 003040 Data Element Dictionary for acceptable code values.	O	ID	2/2
	PO113	234	Product/Service ID Identifying number for a product or service.	X	AN	1/30
	PO114	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234).	O	ID	2/2

		Refer to 003040 Data Element Dictionary for acceptable code values.			
PO115	234	Product/Service ID	X	AN	1/30
		Identifying number for a product or service.			
PO116	235	Product/Service ID Qualifier	O	ID	2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234).			
		Refer to 003040 Data Element Dictionary for acceptable code values.			
PO117	234	Product/Service ID	X	AN	1/30
		Identifying number for a product or service.			
PO118	235	Product/Service ID Qualifier	O	ID	2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234).			
		Refer to 003040 Data Element Dictionary for acceptable code values.			
PO119	234	Product/Service ID	X	AN	1/30
		Identifying number for a product or service.			
PO120	235	Product/Service ID Qualifier	O	ID	2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234).			
		Refer to 003040 Data Element Dictionary for acceptable code values.			
PO121	234	Product/Service ID	X	AN	1/30
		Identifying number for a product or service.			
PO122	235	Product/Service ID Qualifier	O	ID	2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234).			
		Refer to 003040 Data Element Dictionary for acceptable code values.			
PO123	234	Product/Service ID	X	AN	1/30
		Identifying number for a product or service.			
PO124	235	Product/Service ID Qualifier	O	ID	2/2
		Code identifying the type/source of the descriptive number used in Product/Service ID (234).			
		Refer to 003040 Data Element Dictionary for acceptable code values.			
PO125	234	Product/Service ID	X	AN	1/30
		Identifying number for a product or service.			

Segment: **PID** **Product/Item Description**
Position: **050**
Loop: PID
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To describe a product or process in coded or free-form format
Notes: 1. Use this segment when BAK02 is code AC or AD.
 2. When BAK02 is code AC or AD, transmit the same information as contained in the applicable 850 transaction set.
 3. When BAK02 is code AC, transmit the item description if different than the description contained in the 840 transaction set.

Syntax Notes: 1 If PID04 is present, then PID03 is required.
 2 At least one of PID04 or PID05 is required.
 3 If PID07 is present, then PID03 is required.
 4 If PID08 is present, then PID03 is required.

Semantic Notes: 1 Use PID03 to indicate the organization that publishes the code list being referred to.
 2 PID04 should be used for industry-specific product description codes.
 3 PID08 describes the physical characteristics of the product identified in PID04. A ``Y" indicates that the specified attribute applies to this item. A ``N" indicates it does not apply. Any other value is indeterminate.

Comments: 1 If PID01 = ``F", then PID05 is used. If PID01 = ``S", then PID04 is used. If PID01 = ``X", then both PID04 and PID05 are used.
 2 Use PID06 when necessary to refer to the product surface or layer being described in the segment.
 3 PID07 specifies the individual code list of the agency specified in PID03.

Data Element Summary

Ref.	Des.	Data Element	Name	Attributes
>>	PID01	349	Item Description Type Code indicating the format of a description. F Free-form	M ID 1/1
X	PID02	750	Product/Process Characteristic Code Code identifying the general class of a product or process characteristic	O ID 2/3
X	PID03	559	Agency Qualifier Code Code identifying the agency assigning the code values.	X ID 2/2
X	PID04	751	Product Description Code A code from an industry code list which provides specific data about a product characteristic.	X AN 1/12
	PID05	352	Description A free-form description to clarify the related data elements and their content.	X AN 1/80
X	PID06	752	Surface/Layer/Position Code Code indicating the product surface, layer or position that is being described.	O ID 2/2
X	PID07	822	Source Subqualifier A reference that indicates the table or text maintained by the Source Qualifier.	O AN 1/15
X	PID08	1073	Yes/No Condition or Response Code	O ID 1/1

Code indicating a Yes or No condition or response.

Segment: **ACK** **Line Item Acknowledgment**

Position: 270

Loop: ACK

Level: Detail

Usage: Optional

Max Use: 1

Purpose: To acknowledge the ordered quantities and specify the ready date for a specific line item.

Notes:

1. Use this segment when BAK02 is code AC, AD, or RJ to provide information related to the line item ordered in the applicable 850 transaction set. When BAK02 is code RJ, use this segment only to identify the rejected line item.
2. When providing delivery information, use as many repetitions of this segment as necessary to specify the delivery schedule.

Syntax Notes:

- 1 If ACK02 is present, then ACK03 is required.
- 2 If ACK04 is present, then ACK05 is required.
- 3 If ACK07 is present, then ACK08 is required.
- 4 If ACK09 is present, then ACK10 is required.
- 5 If ACK11 is present, then ACK12 is required.
- 6 If ACK13 is present, then ACK14 is required.
- 7 If ACK15 is present, then ACK16 is required.
- 8 If ACK17 is present, then ACK18 is required.
- 9 If ACK19 is present, then ACK20 is required.
- 10 If ACK21 is present, then ACK22 is required.
- 11 If ACK23 is present, then ACK24 is required.
- 12 If ACK25 is present, then ACK26 is required.
- 13 If either ACK27 or ACK28 is present, then the other is required.
- 14 If ACK28 is present, then both ACK27 and ACK29 are required.

Semantic Notes:

- 1 ACK29 Industry Reason Code may be used to identify the item status. In addition, it may be used in conjunction with ACK01 to further clarify the status.

Comments:

Data Element Summary

Ref.	Data	Name	Attributes
Des.	Element		
>> ACK01	668	Line Item Status Code	M ID 2/2
		Code specifying the action taken by the seller on a line item requested by the buyer.	
		AC	Item Accepted and Shipped
		AR	Item Accepted and Released for Shipment
		BP	Item Accepted - Partial Shipment, Balance Backordered
		DR	Item Accepted - Date Rescheduled
		IA	Item Accepted
		IB	Item Backordered
		IC	Item Accepted - Changes Made
		ID	Item Deleted
		IE	Item Accepted, Price Pending
		IF	Item on Hold, Incomplete Description
		IH	Item on Hold

			IP	Item Accepted - Price Changed			
			IQ	Item Accepted - Quantity Changed			
			IR	Item Rejected			
			IS	Item Accepted - Substitution Made			
			IW	Item on Hold-Waiver Required			
			SP	Item Accepted - Schedule Date Pending			
	ACK02	380	Quantity		O	R	1/15
			Numeric value of quantity.				
	ACK03	355	Unit or Basis for Measurement Code		X	ID	2/2
			Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken				
			Refer to 003040 Data Element Dictionary for acceptable code values.				
	ACK04	374	Date/Time Qualifier		O	ID	3/3
			Code specifying type of date or time, or both date and time.				
			073	Scheduled for Delivery (Prior to and Including)			
				<i>Use to indicate the scheduled delivery date for the quantity cited in ACK02.</i>			
	ACK05	373	Date		X	DT	6/6
			Date (YYMMDD).				
X	ACK06	326	Request Reference Number		O	AN	1/45
			Reference number or RFQ number to use to identify a particular transaction set and query (additional reference number or description which can be used with contract number).				
X	ACK07	235	Product/Service ID Qualifier		O	ID	2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234).				
X	ACK08	234	Product/Service ID		X	AN	1/30
			Identifying number for a product or service.				
X	ACK09	235	Product/Service ID Qualifier		O	ID	2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234).				
X	ACK10	234	Product/Service ID		X	AN	1/30
			Identifying number for a product or service.				
X	ACK11	235	Product/Service ID Qualifier		O	ID	2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234).				
X	ACK12	234	Product/Service ID		X	AN	1/30
			Identifying number for a product or service.				
X	ACK13	235	Product/Service ID Qualifier		O	ID	2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234).				
X	ACK14	234	Product/Service ID		X	AN	1/30
			Identifying number for a product or service.				
X	ACK15	235	Product/Service ID Qualifier		O	ID	2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234).				
X	ACK16	234	Product/Service ID		X	AN	1/30
			Identifying number for a product or service.				
X	ACK17	235	Product/Service ID Qualifier		O	ID	2/2
			Code identifying the type/source of the descriptive number used in				

X	ACK18	234	Product/Service ID (234). Product/Service ID Identifying number for a product or service.	X	AN	1/30
X	ACK19	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234).	O	ID	2/2
X	ACK20	234	Product/Service ID Identifying number for a product or service.	X	AN	1/30
X	ACK21	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234).	O	ID	2/2
X	ACK22	234	Product/Service ID Identifying number for a product or service.	X	AN	1/30
X	ACK23	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234).	O	ID	2/2
X	ACK24	234	Product/Service ID Identifying number for a product or service.	X	AN	1/30
X	ACK25	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234).	O	ID	2/2
X	ACK26	234	Product/Service ID Identifying number for a product or service.	X	AN	1/30
X	ACK27	559	Agency Qualifier Code Code identifying the agency assigning the code values.	X	ID	2/2
X	ACK28	822	Source Subqualifier A reference that indicates the table or text maintained by the Source Qualifier.	X	AN	1/15
X	ACK29	1271	Industry Code Code indicating a code from a specific industry code list	X	AN	1/20

Segment: **CTT** **Transaction Totals**
Position: **010**
Loop:
Level: Summary
Usage: Mandatory
Max Use: 1
Purpose: To transmit a hash total for a specific element in the transaction set
Notes:
Syntax Notes: 1 If CTT03 is present, then CTT04 is required.
2 If CTT05 is present, then CTT06 is required.
Semantic Notes:
Comments: 1 This segment is intended to provide hash totals to validate transaction completeness and correctness.

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
>>	CTT01	354	Number of Line Items Total number of line items in the transaction set. <i>When BAK02 is code AT, or when rejecting the entire 850 transaction set, cite the number "0".</i>	M N0 1/6
X	CTT02	347	Hash Total Sum of values of the specified data element. All values in the data element will be summed without regard to decimal points (explicit or implicit) or signs. Truncation will occur on the left most digits if the sum is greater than the maximum size of the hash total of the data element.	O R 1/10
			Example: -.0018 First occurrence of value being hashed. .18 Second occurrence of value being hashed. 1.8 Third occurrence of value being hashed. 18.01 Fourth occurrence of value being hashed. ----- 1855 Hash total prior to truncation. 855 Hash total after truncation to three-digit field.	
X	CTT03	81	Weight Numeric value of weight.	O R 1/10
X	CTT04	355	Unit or Basis for Measurement Code Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	X ID 2/2
X	CTT05	183	Volume Value of volumetric measure.	O R 1/8
X	CTT06	355	Unit or Basis for Measurement Code Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	X ID 2/2
X	CTT07	352	Description A free-form description to clarify the related data elements and their content.	O AN 1/80

Segment: **SE** Transaction Set Trailer
Position: 030
Loop:
Level: Summary
Usage: Mandatory
Max Use: 1
Purpose: To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments).
Notes:
Syntax Notes:
Semantic Notes:
Comments: 1 SE is the last segment of each transaction set.

Data Element Summary

Ref.	Data			
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>	
>> SE01	96	Number of Included Segments	M	N0 1/10
		Total number of segments included in a transaction set including ST and SE segments.		
>> SE02	329	Transaction Set Control Number	M	AN 4/9
		Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set		
		<i>This is the same number as ST02.</i>		